

NEW INSTRUCTIONS TO MANAGERS

Referral List # TEST

1. Attached are 2 Adobe Acrobat PDF files (Referral list details, Candidate Resumes) corresponding to the referral list # TEST for your review.

A. The first attachment contains the referral list by employment eligibility group. To open this file, double click the PDF attachment. Any special instructions will be contained on the first page of this attachment.

B. The second attachment contains the resumes for each person on the list in the first attachment. To open this file, double click the 2nd attachment.

2. Once you have made your tentative selections, click on the URL below.

Note: If the link below doesn't work, copy and paste the entire link (starting with "https://" and going all the way to the end of the link) into your Internet browser URL address box and press Enter or Return on your keyboard.

https://128.190.160.170/staffing/webcert/apps/?%88%8F%99%88^::^KGw_*418013002618~t9v^/^0.8240015

(Recommended Browsers to view this Application - Microsoft Internet Explorer 5.5 or greater / Netscape Navigator 6.0 or greater. Contact your information systems division if you have problems upgrading your browser.)

3. Enter your AKO userid and password to access the application.

4. Make your selection(s)

Note: Each candidate is listed by name with "Not Selected" as the default disposition. To make a tentative selection, click on the arrow to the right of the "Not Selected" block for the person's name you wish to select. Scroll up the list to "Selectee" and choose it. Do the same with each selectee and/or first and second alternate.

In addition to choosing the selectee and/or first/second alternate, you also have the capability to annotate applicants who declined. Just click on the appropriate "declined" comment.

5. When you have made your selections and commented as necessary, enter the E-mail for the return address in the "Forward to E-mail" block. Enter copy to E-mails in the "Copy to E-mail(s)" block as required. Separate multiple addresses in the "Copy to E-mail(s)" block with a comma.



6. Click on "E-mail" to send out the E-mail.

Notice: This communication may contain privileged or other confidential information. If you are not the intended recipient, or believe that you have received this communication in error, please do not print, copy, retransmit, disseminate, or otherwise use the information. Also, please indicate to the sender that you have received this E-mail in error, and delete the copy you received.

The screenshot shows a web browser window with the following elements:

- Address Bar:** https://128.190.160.170/staffing/webcert/apps/?%88%8F%99%88::~KGw_44413002918~t9v~^0.108761
- Toolbar:** Back, Forward, Stop, Reload, Search, Favorites, Media, Print, etc.
- Sidebar:** Favorites list with items like Channels, Links, Media, Software Updates, 5 CFR Ch. I (1-1-00 Edition), AFPC Home Page, Army Civilian Personnel Onlin..., Army Civilian Personnel Onlin..., Available CFR Titles on GPO ..., Central Cert, CNN.com, CPAC Data Response System, DO Homepage, HBCU WWW Sites, Library of Congress Home Page, Lowe's Home, MSN.com, NC CPOC Home, Numerical Index to Qualificat..., Prince George's County Publi..., Public Laws.
- Main Content Area:**
 - Header:** Referral List
 - Section:** Candidate Selection
 - Response for Referral list # TEST**
 - User:** ELLA.KENT
 - Form:**
 - Referral list response**
 - E-mail:** ella.kent@asamra.hoffm
 - Forward To E-mail -** ella.kent@asamra.hoffm
 - Copy To E-mail(s) -** [Empty field]
 - Thursday, January 09, 2003**
 - Ref. List #** TEST
 - Ref. List Issued Date** 1/9/2003
 - RPA Number** 2134567A12
 - Expiration Date** ---
 - For the Position -** SOLDIER, CIVILIAN AND FAMILY ASSISTANCE PROGRAM MANAGER, GS - 0201 - 11
 - I have considered all of the candidates and have selected :**
 - Candidates:**
 - Kent, Ella (392185)** [Not Selected]
 - Schwabe, Cathy (92650)** [Not Selected, DEROS]
 - Test, Test (271681)** [Not Selected, Not Contacted]
 - I have selected/not selected the above candi**
 - Selections:**
 - Not Selected
 - Not Selected, Not Contacted
 - Not Selected
 - Communication Returned Unclaimed
 - Declined Grade
 - Declined Location
 - Declined Position
 - Declined Interview
 - Declined Schedule
 - Declined PSC
 - Declined Other

Referral list response			
E-mail	Reset	Forward to E-mail - <input type="text" value="ella.kent@asamra.hoffm"/>	Copy To E-mail(s) - <input type="text"/>
Thursday, January 09, 2003			
Ref. List #	TEST	RPA Number	2134567A12
Ref. List Issued Date	1/9/2003	Expiration Date	---
For the Position - <i>SOLDIER, CIVILIAN AND FAMILY ASSISTANCE PROGRAM MANAGER</i> , GS - 0201 - 11			
I have considered all of the candidates and have selected :			
<div style="border: 1px solid black; padding: 5px;"> Kent, Ella (392185) </div>	<div style="border: 1px solid black; padding: 5px;"> Not Selected </div>		
<div style="border: 1px solid black; padding: 5px;"> Schwabe, Cathy (92650) </div>	<div style="border: 1px solid black; padding: 5px;"> Not Selected </div>		
<div style="border: 1px solid black; padding: 5px;"> Test, Test (271681) </div>	<div style="border: 1px solid black; padding: 5px;"> Not Selected, DEROS Not Selected, Not Contacted Not Selected Communication Returned Unclaimed Declined Grade Declined Location Declined Position Declined Interview Declined Schedule Declined PSC Declined Other </div>		
I have selected/not selected the above cand			
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
Note :	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		

Referral list response			
 E-mail	 Reset	Forward to E-mail - <input type="text" value="ella.kent@asamra.hoffm"/>	Copy To E-mail(s) - <input type="text"/>
Thursday, January 09, 2003			
Ref. List #	TEST	RPA Number	2134567A12
Ref. List Issued Date	1/9/2003	Expiration Date	---
For the Position - <i>SOLDIER, CIVILIAN AND FAMILY ASSISTANCE PROGRAM MANAGER</i> , GS - 0201 - 11			
I have considered all of the candidates and have selected :			
Kent, Ella (392185)	<input type="text" value="Not Selected"/>		
Schwabe, Cathy (92650)	<input type="text" value="Not Selected"/>		
Test, Test (271681)	<input type="text" value="Selectee"/>		
I have selected/not selected the above cand	<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #e0e0e0; padding: 2px;">Selectee</div> <div style="padding: 2px;">First Alternate</div> <div style="padding: 2px;">Second Alternate</div> <div style="padding: 2px;">Not Selected, DEROS</div> <div style="padding: 2px;">Not Selected, Not Contacted</div> <div style="padding: 2px;">Not Selected</div> <div style="padding: 2px;">Communication Returned Unclaimed</div> <div style="padding: 2px;">Declined Grade</div> <div style="padding: 2px;">Declined Location</div> <div style="padding: 2px;">Declined Position</div> <div style="padding: 2px;">Declined Interview</div> </div>		
Note :	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		